

**The Canadian Academy seeks a PRODUCTION MANAGER, CANADIAN SCREEN WEEK
(Fixed-Term Contract)**

The Canadian Academy is seeking a Production Manager to oversee all operations of Canadian Screen Week. This is a new role that has been created in response to the growth of Canadian Screen Week, and the goal of the Production Manager will be to help us craft a week that is a useful and special celebration for our industry.

This position will ensure the smooth coordination of vendors and staff who produce the 30+ events that take place over the week. Working extremely closely with internal teams, the Production Manager will be the main point of communication to our external teams who are responsible for off-air award show production, red carpet builds, decor, volunteer management and deliveries.

The ideal candidate will be a consummate organizer with experience managing large scale live events. We are looking for a skilled communicator who can correspond clearly and effectively in the planning *and* execution phases of an event, and who is not intimidated by a high-pressure environment. The position will report directly to the CEO.

The Academy of Canadian Cinema & Television is the largest non-profit professional arts organization in Canada. We are dedicated to recognizing, advocating for and celebrating Canadian talent in the film, television and digital media sectors. Our more than 4,500 members encompass industry icons and professionals, emerging artists and students. Collectively, we deliver professional development programs and networking opportunities that foster industry growth, inclusion and mentorship.

In everything we do, we seek to foster a culture of work that is creative and entrepreneurial, but also grounded in a respect for processes and professionalism that ensures the integrity of our membership organization. As a growing organization, we are looking for team members who will bring an enthusiastic and growth-oriented mindset to their position.

Specific responsibilities will include:

- Create a master production schedule for Canadian Screen Week to be shared with all internal staff and vendors
- Source and maintain floor plans for all events
- Work with vendors to present leadership with hospitality options for the week, from menu to decor
- Work with the Finance team to ensure all expenses are within budget, and suggest efficiencies where possible
- Track and communicate event/logistical changes with all internal departments as necessary (i.e. determining which changes might affect whom)
- Acquire special occasion permits and coordinate order and delivery of wine/spirits for Canadian Screen Week events
- Collaborate in team meetings to assist departments with resource allocation for all events
- Work in close partnership with Programming department to ensure all elements of the awards shows are executed professionally and with integrity
- Support the Partnerships department to ensure the smooth execution of sponsorship activations at each event

- Provide production support to Programming department as needed at the Members Lounge
- Coordinate associated teams and provide production support to Family Fan as needed
- Coordinate security and work with volunteer manager to ensure adequate coverage at all events
- Work with the Marketing and Communications department to ensure their needs are met onsite at events (i.e. proper Wi-Fi, press and staff meals, walkie-talkies)
- Coordinate the production & distribution of lanyards for various access levels throughout the week
- Prepare wrap report with key learnings

Qualifications:

- Undergraduate degree in Communications, Media, Business, or related field or equivalent work experience
- A minimum of 5 years of experience managing large scale events. Preference will be given to candidates who have had experience managing the operations of a similar week-long event/conference
- Friendly and professional, with the ability to remain calm in times of stress
- Ability to be adaptable and agile; solution orientated

Start Date: September 16, 2019 - April 17, 2019, some potential for individual days in the months preceding September.

Compensation: A contract fee will be paid bi-weekly and will be commensurate with experience.

If you are interested in speaking with us about the position, please send your resume to careers@academy.ca with your cover letter in the body of the email (not as an additional attachment) and the subject line: Production Manager.

The Canadian Academy thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. The Canadian Academy is committed to providing a fair and equitable work environment and we are committed to recruiting and retaining a diverse workforce. We value diversity in our employees and we encourage applicants from a diversity of backgrounds to apply. We are proud to be an Equal Opportunity Employer.